

**CONNECTICUT STATE COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
October 24, 2014**

**VICE PRESIDENT FOR HUMAN RESOURCES**

Open To: The Public

Location: 61 Woodland Street, Hartford, CT

Hours: Full-Time

Compensation: A competitive salary and benefits package is provided and compensation is commensurate with experience.

Closing Date: There is no closing date for this search. Applicant screening to begin immediately and will continue until the position is filled. Candidates are encouraged to submit their materials by **December 5, 2014.**

**Position Summary:**

The Connecticut State College and University System (CSCU) invites applications and nominations for the position of Vice President for Human Resources. The position reports to the President of the Board of Regents for Higher Education and has overall responsibility for providing visionary and strategic leadership for the direction, planning and implementation of system-wide human resources, labor relations and employee relations programs.

CSCU comprises 17 statewide colleges and universities (4 state universities; 12 community colleges; and Charter Oak State College an online institution) and has approximately 17,000 faculty and staff and enrolls approximately 92,000 students. The institutions that comprise CSCU contribute to the creation of knowledge and the economic growth of the State of Connecticut by providing affordable, innovative, and rigorous programs. Additionally, the CSCU System with its 17 institutions is one of State's largest employers.

The Board of Regents seeks an innovative and energetic strategic leader with a successful record of human resources administration in higher education and preferably with experience at the campus and system level. The Vice President for Human Resources works closely with a wide range of state, system, campus and collective bargaining constituencies and administrative agencies. The successful candidate should be results-oriented, skilled at creative problem solving and mediation techniques, be a strong manager with good budgetary skills and the ability to work in a collaborative manner with leadership at the 17 institutions. This position fosters diversity and inclusion in the CSCU workforce, and assures promotion of equal employment opportunities and compliance with the System's affirmative action responsibilities.

The Vice President as a key member of the BOR executive leadership team, collaborates with other senior management on the planning of business objectives and development of organizational policies, and translates BOR policy into a talent strategy that supports the success of the organization. He/she helps to drive a performance-based culture that can change and adapt as the BOR organization evolves.

**Essential Responsibilities:**

- Create and develop constructive relationships with key representatives of collective bargaining units on behalf of the CSCU System through which legitimate rights of all employees are respected and protected.
- Develop, recommend and implement programs, policies and procedures to assist in the effective management of each institution's human resources and labor relations' practices. Actions include the development of pro-active employer-employee relations programs; assessing the implications of legislation and regulations and advising managers accordingly.
- Provide effective labor relations services for the System and its institutions to include representing CSCU System and its workforce in the grievance process, arbitration, unfair labor practice complaint hearings, and other administrative hearings; serve as a reliable witness in legal proceedings. Assist managers in related matters such as proper treatment of discipline cases and case preparations. Research and write or direct the preparation of arbitration briefs and other administrative documents. Develop training to instruct managers, supervisors, and workers in leadership skills including supervisory, conflict resolution and interpersonal communication.
- Conduct fair, effective and efficient labor contract and related negotiations, with collective bargaining units.
- Oversee System Office human resource, affirmative action and equal opportunity programs administration. Manage and develop a Human Resources and Labor Relations staff; provide sound and effective human resources management and labor relations programs and policies for an effective workforce. Serves as the principal staff to the BOR HR and Administration Committee.
- Represent the agency before the Commission on Human Rights and Opportunities (CHRO) or the U.S. Equal Employment Opportunity Commission (EEOC), review empirical information, conduct necessary interviews, and draw appropriate conclusions in response to complaints filed; communicate with CHRO throughout the CHRO complaint process and assist in the development of the agency's legal position concerning the complaint.
- Direct the development of sound human resource management policies and practices; research and assess current issues and emerging needs of practitioners and provide training for meeting future human resource requirements of the System.

**Minimum Qualifications:**

- Experience leading and managing the full range of professional human resource and labor relations functions in a public institution of higher education, (preferably a diverse system) which includes collective bargaining agreements for faculty, non-teaching professional and classified personnel.
- Ability to understand, interpret, apply and advise on complex laws and regulations affecting human resource management, labor relations and related fields such as insurance and workers compensation.
- Demonstrated experience leading diverse groups, advising managers and counseling employees in employment-related matters.
- Demonstrated capability conducting effective hearings, presentations and negotiations on sensitive and contested labor relations issues.

These skills and abilities are acquired through a combination of experience and training to include a Master's degree in human resources or labor relations management, public administration, organizational behavior, or a related field, or a law degree; and a minimum of seven (7) years of related, progressive experience in human resources management or labor relations in a higher educational setting at a managerial level with a demonstrated understanding of higher education and its operations or seven (7) years of experience in a complex organization serving multiple groups.

An equivalent combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties in an executive capacity will be considered. Applicants who believe they have the characteristics and experiences necessary to carry out the functions of the position should provide adequate detail in their letter of interest detailing how their background meets the requirements of the position.

The successful candidate must demonstrate significant experience in the administration of law, including state and federal regulations. The candidate must also have experience in development of recruitment and selection techniques, building employee relations; and overseeing legal reporting and compliance requirements.

Ability to utilize computer technology to access data, generate reports, prepare spreadsheets/reports, and inter-office communications. Oral and written communication skills required to enable presentation of complex topics and information.

**Leadership Competencies:**

- Managerial Courage – Provide current, direct, complete, expeditious and “actionable” positive and corrective feedback to staff of any level.
- Dealing with Paradox – Flexible and adaptable when facing tough calls; sets strong but flexible standards; is seen as balanced despite conflicting demands.
- Ethics and Values – Adheres to an appropriate and effective set of core values; acts in line with those values.
- Strategic Agility – Can anticipate future consequences and trends accurately; has broad knowledge and perspective; can present breakthrough strategies and plans.

**Nomination/Application Instructions:**

Nominations and applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and should be received no later than December 5, 2014. Please reference “Search #14-038” on the subject line of all emails.

**Nominations** should be submitted in a letter format and include the nominee’s name, contact information, a short description of the nominee’s background and most significant accomplishments.

**Applicants** must submit the following application documents **in a single Word or PDF file**: a letter of interest detailing the applicant’s credentials and experience; a current resume; and contact information for three professional references (who will not be contacted without further correspondence with the applicant).

**Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions.**

**Notice of Nondiscrimination**

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie G. Dunn, Interim Vice President for Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253, or by email at [DunnL@ct.edu](mailto:DunnL@ct.edu).

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*